EXECUTIVE SUMMARY
FOR PUBLIC INFROMATION

RIDGWAY AREA SCHOOL DISTRICT

SAFE SCHOOLS & EMERGENCY OPERATIONS PLANS

Background:

As per the requirements set forth in Pennsylvania School Code of 1949, as amended by Act 44 (June 22, 2018) and in RASD Board approved policies of the Ridgway Area School District, the District is committed to the safety and security of students, faculty, staff, and visitors on its campuses and at RASD sponsored activities and events. The Safe Schools and Emergency Operations Plan – Executive Summary is for public knowledge. Details have been excluded from the public executive summary because such details being available to potential perpetrators of harmful acts may place students and staff at increased risk during an emergency.

The plan involves the commitment and expertise of individuals within and outside of the RASD school community. Training and collaboration, clear communication with emergency management officials, and ongoing monitoring of school safety and emergency management practices and advisories are essential.

RASD's Safe Schools Plan and Emergency Operations Plan is supported by the District's School Safety Committee and Emergency Operations Team consisting of District Administration, Nurses, Counselor, Staff and Transportation Resources. In addition, local community safety and emergency resources are also critical to the assurance of safety and welfare of District students and staff. Community operations resources include the Ridgway Borough Police, Ridgway Based Pennsylvania State Police, Elk County Sheriff, Elk County District Attorney,

County Control, Elk County Emergency Management, PennDot, Elk County Superintendents, Dickenson Center Inc., Elk County Children and Youth, Ridgway Borough and Ridgway Township Municipal Authority.

I.   Executive Summary Introduction

A. Purpose of the Plans

The purpose of the is to provide guidance on how to prevent and respond to emergency incidents by outlining the responsibilities and duties of the District and its employees. Developing, maintaining, and exercising the plans empower employees to act quickly and knowledgably. The plans educate staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. These basic plan outlines the District's approach to safe school practices and emergency management operations and have been developed to assist the district in preventing school crisis and protecting its staff and students during emergency situations. These plans take into consideration, the implementation of prevention strategies and practices, as well as an all-hazard approach to emergency management.

B. Safe Schools Plan

For the purpose of the Safe Schools Plan, the RASD School Safety and Security Coordinator is the Superintendent.

Act 44 of June 22, 2018, specifies the duties of the School Safety and Security Coordinator to include: overseeing all school police, security guards, and resource officers if utilized; reviewing and revising all policies and practices related to school safety and Federal and State laws; coordinating training and resources for students and staff; coordinating school safety and security assessments; liaison with PDE, law enforcement and first responders; report annually no later than June 30 to the District's School Board regarding current safety and security practices; recommend strategies to improve school safety and security; and coordinate bi-annual tours of buildings and grounds of all school district campuses with law enforcement and first responders.

The following school safety and security trainings shall be provided to all school district employees at a rate of three hours of training every five years. These trainings shall include: situational awareness; trauma informed education awareness; behavioral health awareness; suicide and bullying prevention awareness; substance abuse awareness; emergency training drills (fire, natural disaster, active shooter, hostage and bomb threat).

Comprehensive Prevention

a. **Foster Climate of Respect and Rapport**: reinforce positive behaviors, respectful interactions, and pro-social relationship. Ensure teachers, staff, and administrators take fair and consistent action when they learn of a situation that might require intervention and discipline. Encourage students to use conflict resolution, peer mediation, active listening and non-verbal ways to solve problems. Develop anti bullying programs, and education stakeholders on steps available. Utilize PBIS and restorative justice practices for preventing and addressing disciplinary issues within the school setting.

b. **Build Relationships:** trusting relationships are the product of quality connections, respectful communication and frequent interactions. Schools in which students feel connected to adults promote safe educational environments and encourage communication. Ensure each student has a trusted relationship with an adult in the school setting.

c. **Promote Communication:** Schools should foster a climate where students are comfortable sharing information regarding potentially threatening situations with a responsible adult. Mechanism for reporting concerns at RASD include: S2SS and direct report to trusted adult. The trusted adult must report the threat to the building principal face to face.

d. **Identify Concerning Behaviors**: ensure stakeholders are familiar with how to report behaviors that raise a concern.

Student Assistance Team (SAP)/Mental Health Delegate	Non-Active Shooter Elk County School Safety Threat Report
Expression of hopelessness Drug use Suicidal gestures/ statements Depression Problems Stressful situations Bullying	Threats of violence Unusual interest in weapons Unusual interest in mass violence Possession of Weapon (combined with other factors)

e. **Maintain a Threat Assessment Team:** A team who meets regularly, are familiar with students and community and are trained in threat assessment. There are multiple models, RASD will utilize and District Wide team managed by central office.

f. **Reinforce Clear Policies and Procedures:** policies identify team roles, responsibilities, define thresholds for initiating threat assessment, describe types of information that will be gathered, actions that will follow from initiation to threat assessment inquiry or investigation.

g. **Provide Resources to Manage Concerning Students**: Resources and strategies should be used to control or contain the situation in order to prevent an attack, protect and offer assistance to students or staff who are targets and provide support to students of concern to solve problems.

h. **Promote Information Sharing Between the School and Community:** encourage community members, coaches and employers who interact with students outside of the school day to share information about students if they become concerned.

i. **Liaison with Law Enforcement:** foster relationships with law enforcement who can assist with investigation, gathering and sharing information.

j. **Require Training:** training should include how to properly respond to threats or concerns.

Early Intervention and Reporting Mechanisms

S2SS Tip Line:
1. Non-Life Safety Tip – Principal Investigates; may result in a SAP referral.
2. Life Safety Tip – Law Enforcement Investigation, Principal Investigates, & RASD TAT conducts a Threat Assessment Inquiry.
3. All S2SS Tips shall be forwarded to Local Law Enforcement by the School Safety and Security Officer. Life Safety Tips are forwarded immediately upon receipt. Non-Life Safety Tips are forward within 24 hours of receipt.

Direct Report:
1. School Threat (Non-Active Shooter) – Law Enforcement Notification via Non-Active Shooter Elk County School Safety Threat Report & Principal Investigates, Principal notifies superintendent of threat; Superintendent convenes the RASD TAT. The RASD TAT conducts a Threat Assessment Inquiry.
2. Immediate School Threat (Active Shooter) CALL 911.

Elk County Non-Active Shooter/School Safety Threat Protocol:
1. This protocol serves as the District's communication protocol for reporting NON-ACTIVE shooter/school safety threats. It is expected that the procedures outlined in this protocol serve as the primary communication tool between the building administration, superintendent, and District Attorney's Office regarding school safety concerns. IN THE EVENT OF AN ACTIVER SHOOTER PLEASE CALL 911.

   ➢ **SCHOOL:** Throughout the school day, staff are directly or indirectly privileged to communication with and between students that is critical to maintaining the safety. This communication enables the district to be as prepared as possible for safety threats to students, staff, and/or schools. Such communication may include verbal exchanges, written exchanges (submission of written assignments hard copy or electronic); first person reports; a conversation overheard; and/or a student reporting a concern 2nd or 3rd hand.

   ➢ **COMMUNITY:** Parents/guardians and community members are also privileged to communication with and between youth in our community. This is critical to maintaining the safety in the school environment. Having access to such communication can assist law enforcement and school administration in keeping students, staff, and schools safe. Such communication may include verbal exchanges; overheard conversations; social media exchanges (Facebook, snap chat, twitter, etc.); first person reports; and/or conversations you have with your children regarding concerns they have about their friends/peers.

2. School staff, parents, and community members are responsible for IMMEDIATELY reporting all school safety threats that they have knowledge of to school administration and/or law enforcement. DO NOT try to determine the credibility of the threat.

REPORT IMMEDIATELY. Reporting a school safety threat enables preparedness and timely intervention and response.

- ➢ School Staff MUST IMMEDIATELY report a school safety threat, in person, to the building administration. If a student reported the threat, the student and the staff person should report directly to the building office and speak with an administrator. Brining the student with you expedites the interview process. In the event that the building administration is not accessible the report MUST be made to the superintendent (via cell phone). Do not leave a message and do not send a text, a person to person report MUST be made.

- ➢ During school hours (7:00-3:00 pm) students, parents, guardians, and community members MUST IMMEDIATELY make a report to the school administration. When contacting the school, indicate to the receptionist that you have a school safety concerns and need to speak directly with an administrator: FSG (814)776-2176; RMS/RHS (814)773-3164; Superintendent's Office (814)773-3146. Before or after school hours, IMMEDIATELY report to local law enforcement at 911.

- ➢ School staff, students, parents, guardians and community members should be prepared to report the following information to school administration or law enforcement:
  1. The school/student/staff that the threat is being directed toward.
  2. Date and time that the threat was made or that the reporting person became aware of the threat.
  3. Who is making the threat: name/address/current location/access to weapons/mental-emotional-behavioral status/association with other school districts.
  4. Nature of the threat: verbal or written; use of explosive, firearm, or weapon; unauthorized entry to school; abduction
  5. Brief factual summary.

3. **When school staff, students, parents/guardians, and/or community members report a non-active shooter/school safety threat to school administration or law enforcement, the report is documented via *Elk County's Non-Active Shooter School Safety Threat Report Form.***
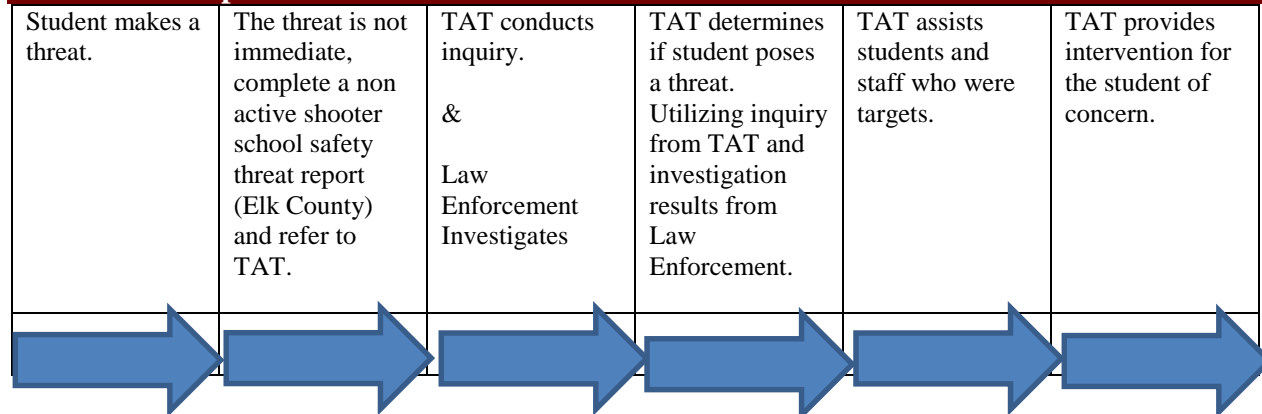
- ➢ Building Administration sends the Report Form to the District Superintendent.
- ➢ District Superintendent transmit the Report Form to the Elk County District Attorney.
- ➢ The District investigates the school safety threat as per school policy and administrative procedures simultaneously law enforcement conducts an investigation.
- ➢ The conclusion of the investigation by both the school district and law enforcement is reviewed.
- ➢ The investigation, conclusion and public information regarding the school safety threat is communicated via school district communication officer.

> ➢ Law enforcement and District Attorney consult with the District regarding potential for prosecution of the school safety threat.

4. In the event that there is a barrier to making a direct report to the District or to 911, the community is encouraged to utilize the Pennsylvania Office of Attorney Generals resource, SAFE2SAY.
   > ➢ Safe2Say is an anonymous reporting system that enables community members, students, parents, etc. to report school safety concerns.
   > ➢ Stakeholders can access the tip line via a mobile app, phone, or internet: App (access at Google Play or App Store) – Safe2SayPA; hotline 1-844-SAF2SAY; website https://www.saysomething.net.
   > ➢ District faculty and staff were trained on Safe2Say on Monday, January 14, 2019.
   > ➢ RMS and RHS students were be trained on the tip line January 15-January 24, 2019 during their regularly scheduled social studies classes.
   > ➢ Students entering 6th grade will be trained on the tip line in the fall of the school year.
   > ➢ Stakeholders who have questions regarding the tip line are encouraged to contact the District Safe2Say Lead, Heather A. McMahon-Vargas, RASD Superintendent at (814)773-3146 or mcmahonheather@rasd.us.

Establishment of Threat Assessment Teams

Beginning with the 2019-2020 school year, the Superintendent established a Threat Assessment Team (TAT) comprised of individuals with experience in counseling, instruction, administration, mental health, and law enforcement. The RASD TAT is a subcommittee of the RASD School Safety Committee and Emergency Operations Team. The TAT assesses facts associated with the Safe 2 Say Something Tip Line (S2SS), the Non-Active Shooter Elk County School Safety Threat Report and reports of concerns made by students, staff, parents/guardians and community members to RASD building administration. Based on an assessment of these facts, a threat assessment inquiry may be required by the TAT to determine whether a student poses a threat. The goals of the TAT are to prevent immediate risk of harm to others, to develop preventative measures to reduce risk of violence in the school setting and to guide threat assessment inquiry and student intervention. The TAT shall assess and intervene with individuals whose behaviors may pose a threat to students and staff. The RASD TAT shall serve the k-12 educational system.

Procedural Response for Threats

Student makes a threat.	The threat is not immediate, complete a non active shooter school safety threat report (Elk County) and refer to TAT.	TAT conducts inquiry. & Law Enforcement Investigates	TAT determines if student poses a threat. Utilizing inquiry from TAT and investigation results from Law Enforcement.	TAT assists students and staff who were targets.	TAT provides intervention for the student of concern.

Responsibilities:

1. The building principals are responsible for immediately informing the superintendent about school safety concerns and threats.
2. Once informed, as the TAT coordinator, the Superintendent will convene the TAT team and will chair the threat assessment inquiry.
3. The TAT threat assessment inquiry will be used to evaluate the likelihood of the threat or potential threat from occurring based on evidence, facts, and circumstances and to develop a student intervention plan to give the student, who is struggling, every opportunity to succeed in the school setting. The TAT inquiry will also identify ways to support the broader school community with maintaining a culturally safe and supportive school environment.
4. Law enforcement will conduct an investigation and provide details to TAT for the purpose of threat assessment inquiry.
5. Collaborate on the assessment and intervention for individuals whose behavior poses a threat to safety of students, staff, school or community.
6. Provide guidance regarding recognition of threatening behavior that may represent a threat to students, staff, school or community.
7. Assist with the implementation of school board policies related to Safe Schools.
8. Identify training needs for staff and students.

C. Emergency Operations Plan (EOP)

When emergency situations or crisis arise, the mission of the District is to:

- protect lives and property.
- mitigate the effects of a disaster.
- respond to emergencies promptly and properly.
- aid in recovery from disasters.

D. Scope of the Plans

The SSP and EOP provide guidelines and procedures for dealing with existing and potential RASD incidents. The basic plans outline an organized and systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. The plan discusses the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

E. Coordination with Emergency First Responders

Various agencies and services are involved in responding to RASD incidents, including emergency responders from law enforcement, safety, fire, emergency agencies, as well as mental health and other community organizations. The RASD EOP includes planning with various federal, state, and/or local agencies and community service providers to aid in timely communication and response. RASD planning may include written agreements to help coordinate services between the agencies and RASD. If mutual aid agreements are created, a copy will be maintained with other important documents related to RASD's emergency operation plan. Planning should specify the type of communication and services provided by agencies.

F. Situation Overview

1. Situation
RASD has the potential to be exposed to hazards, that may disrupt the school and/or community, causing casualties and damaging or destroying public or private property.

2. Enrollment and Employment Figures
RASD's Campus Occupancy (2020-2021 School Year)

Category	RMS/RHS	FSG
Students	411	362
Teachers	37	31
Secretarial Staff	2	4
Paraprofessionals	8	9
Custodians	4 (2 on days/3 on 2nd shift)	5 (2 on days/3 o 2nd shift)
Maintenance	1	1
Administration	3	5
Total Daily Occupancy	466	417

Classrooms containing students and staff that require additional assistance during an incident include are clearly identified on each school's floor plan/map. The schedules of students, with functional needs, and staff members are located in the case manager's crisis/go bag. A list of staff members that have been trained and assigned to assist the students receiving special education services during drills, exercises, and incidents will also be maintained.

E. Hazard Analysis Summary

RASD has the potential to be exposed to hazards which may disrupt the RASD school and community, causing casualties, and damaging or destroying public or private property. The Elk County Emergency Management Agency, Ridgway Borough and Ridgway Township maintain Emergency Operations Plans (EOP) to address hazards and incidents, RASD's EOP has been developed to fit into the broader county level EOPs. A hazard analysis has been completed for the Ridgway Area School District.

TABLE 1. HIGH-PRIORITY HAZARDS:

Flood	Flooding predominates throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather. Flooding could threaten the safety of students and staff whenever water threatens to inundate RASD grounds or buildings or the community. Flooding may occur if a water pipe breaks or prolonged rainfall causes rural streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee.
Severe Weather	RASD is vulnerable to severe weather such as, but limited to: thunderstorms potentially containing high winds, hail, lighting, and tornados. Winter storm blizzards and/or heavy snow storms. Ice storms and prolonged cold and heat waves. During periods of extended dry conditions wildfires often ignite in wooded and

	over grown areas. The severe weather effects are generally transportation problems and loss of utilities, but can vary with the intensity of the weather.
Armed Intruder	RASD is vulnerable to an armed intruder/active shooter type of event.
Bomb Threat	RASD is vulnerable to bomb threats. Past incidents have taken place in the district.
Bus Accidents	RASD is vulnerable to bus crashes. Past crashes have taken place involving district vehicles.
Hostage	RASD is vulnerable to hostage type incidents. Although no incident of this type has taken place on RASD property the potential exists.
Fire/ Explosion	RASD is vulnerable to fire hazards which are one of the most prevalent types of threat/hazard to RASDs.
Hazardous Materials	Hazardous materials are used for a variety of purposes and are regularly transported through many areas in and around the Ridgway Area and RASD. Currently, chemicals are used and stored on RASD grounds. Hazardous Materials may also be used or stored in nearby facilities and farms.
Pandemic	An influenza pandemic is a global outbreak of disease that can spread easily from person to person. The effects of a pandemic can be lessened if preparations are made ahead of time. RASD is vulnerable to pandemic and must understand the RASD's impact on the overall illness rates within the community.

F. Planning Assumptions and Limitations

1. Planning Assumptions

- The RASD community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of RASD affected cannot and should not, wait for direction from local emergency response agencies. Action is required immediately to save lives and protect RASD property.
- Following a major or catastrophic incident, RASD may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency managers will be available in most serious incidents. Since it takes time to request and dispatch external

assistance, it is essential for RASD to be prepared to carry out the initial incident response until responders arrive at the incident scene.

- Proper prevention and mitigation actions, such as creating a positive RASD environment and conducting fire drills, hazardous weather drills, intruder drills, and safety inspections, can prevent or reduce incident- related losses.
- Maintaining the district EOP and providing frequent opportunities for stakeholders (faculty, staff, emergency responders, etc.) to participate in training and conduct periodic emergency drills and exercises can improve the RASD's readiness to respond to incidents.
- A spirit of volunteerism among RASD employees, students and families will result in their providing assistance and support to emergency response efforts.
- Per Commonwealth law, RASD buildings will be made available to municipal, county and state officials for emergency planning and exercise purposes and actual service as mass-care facilities in the event of a community emergency evacuation.
- Per Commonwealth law, RASD bus and transportation vehicles owned or leased shall be made available to local, county and State officials for emergency planning and exercise purposes and actual service in the event of a community emergency evacuation.
- Per Commonwealth law, RASD has developed this plan striving to be in compliance with the Pennsylvania Emergency Management Agency "Multi-Hazard Planning Toolkit."

2. Planning Limitations

It is the understanding of all District stakeholders, that this plan doesn't guarantee a perfect emergency response and incident management system. As personnel and resources may be overwhelmed, the district can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

II. Operations

A. Objectives

The objective is to protect the health, safety and welfare of students and staff through the prompt and timely response of trained RASD personnel, should an emergency affect the RASD. To meet the objective, the district shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

B. General Responsibilities of District Officials:

- to protect students and staff from the effects of hazardous events by identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the district.
- to provide in-service emergency response education for all RASD Staff.
- to conduct drills and exercises to prepare RASD staff and students for emergency situations.
- to develop an emergency program that is integrated (employs the resources of the district, RASD, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery).
- to utilize the concept of an Incident Command System (ICS) to manage all emergencies that occur within the district.

- to conduct at least one disaster response or emergency preparedness plan drill annually.

C. Operational Guidance

1. Initial Response

RASD personnel are likely to be first on the scene of an emergency situation in the District. They will normally take charge and remain in charge of the incident until the Office of Elk County Emergency Services arrive.

The superintendent or building administrator/designee will be responsible for activating the district emergency operations plan and the initial response actions.

<div align="center"><u>RASD Initial Crisis Response Actions</u></div>

Perimeter Lock Down:
conditions within the neighborhood, community, or neighboring community poses a potential risk to the safety and security of staff and students.

Administrative Lock Down:
the administration has to determine the extent of risk to staff and students or engage in security sweeps to assure the safety and security of the environment (canine narcotics searches).

External Threat Lock Down
the presence of an immediate external threat that places the safety and security of staff and students at risk.

Internal Threat Lock Down
the presence of an internal threat that places the safety and security of staff at immediate risk.

Evacuation:
Occurs with an internal alert.

Run. Hide. Fight
executed for internal active shooter; staff and students are trained annually.

2. Notification Procedure

- All District communications regarding school safety and emergency operations are the responsibility of the Superintendent or the Designee. Whenever possible communications for school safety and emergency operations may be vetted through the District solicitors and local law enforcement officials. The Superintendent shall receive information directly from the building administration when developing the communication response.

- In case of an incident at any district building, the flow of information shall be from the RASD building administrator/designee to the district office. Information should include the nature of the incident and the impact on students, staff, and facility. The nature of the response up to the point of notification and any information relative to the status.

- In the event the district is in receipt of information, such as a weather warning that may affect a RASD within the district, the information shall be provided by the Superintendent to the RASD administration. Specific guidelines are found in the individual annexes and appendices.

3. **Drills and Procedures**

a.   Fire Drills and Security Drills

The Pennsylvania Public School Code requires that fire drills be conducted in every school building of a school entity at least once a month while school is in session. Fire drills must include the removal of teachers and students from the building to a place of safety on the ground outside. Schools not required by law to maintain fire escapes, fire extinguishers, and fire exits may not be required to conduct fire drills, but are strongly encouraged to do so. PDE will not require school entities to report fire drills for those months when school is in session for less than seven days.

Within 90 days of the beginning of the 2018-2019 school year and every school year thereafter, school entities must conduct one school security drill in each school building in lieu of a required fire drill. After 90 days of the commencement of each school year, school entities may conduct two security drills per school year in each school building in lieu of two fire drills. Each school security drill must be conducted while school is in session and students are present and the chief school administrator or a designee must oversee the instruction and training of students and employees in the procedures to be followed during the school security drill. The chief school administrator must notify and request assistance from the local law enforcement agency and emergency management agency before conducting the school security drill. Additionally, the chief school administrator must provide advance notice to parents/guardians that the school security drill will be held.

Each school entity must submit an annual certification related to the completion of these drills. Beginning with the 2018-2019 school year, by April 10 of each school year, each school entity must submit a report in the Pennsylvania Information Management System (PIMS) related to the completion of each school security drill that was conducted. This report will be contemporaneous with the school entity's annual certification related to the completion of emergency school bus evacuation drills discussed below. By July 31, following the end of a school year, each school entity must submit a report in PIMS that includes the date on which each monthly fire drill was held. Through this report, school entities will also report when school security drills were held in lieu of the required monthly fire drills.

Within 30 days of submission of each report into PIMS, a printed, signed original of the accuracy certification statement must be sent to PDE's Office for Safe Schools.

In the fall of each year, PDE will report on its publicly accessible website a listing of the school entities that have not complied with the reporting requirements for the previous school year.

b.   Bus Evacuations

The Pennsylvania School Code requires that all school entities that use or contract school buses for transportation of students shall conduct two emergency school bus evacuation drills during each school year. The first drill must be conducted during the first week of the school term and the second during the month of March. Each bus evacuation drill must include instruction on the location and use of emergency exit doors and fire extinguishers and the proper evacuation of the bus.

The Pennsylvania Vehicle Code defines "school bus" as a vehicle designed to carry 11 or more passengers, including the driver, and which is used for the transportation of pre-primary, primary or secondary school students to or from public, private, or parochial schools or events related to such schools or school-related activities. See 75 Pa.C.S. § 102.

Each school is required to submit an annual certification related to the completion of each emergency school bus evacuation drill. Reporting of school bus evacuation drills is done through PIMS and required information must be submitted by April 10 of every year.

In the fall of each year, PDE will report on its publicly accessible website a listing of those school entities that have not complied with the reporting requirements for the previous school year.

Information from PDE regarding security drills during COVID can be found at: https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/20-21FAQs/Pages/default.aspx#drills

1. A school that exceeds 250 students must ensure proper social distancing during the drill. Schools can be flexible in how to conduct drills by involving certain sections of the building/grade levels/floors of the building on different days to adhere to the Pennsylvania Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidelines on social distancing and current targeted mitigation orders for outside gatherings. Schools that exercise this flexibility should vary student participation from month to month to impact the entire student population.

1. A school that conducts a school security drill in lieu of a fire drill within the first 90 school days of students participating in in-person instruction is required to report that drill to PDE. If a school is fully remote, there is no in-person instruction, therefore it is not required to report to PDE. When the school resumes in-person instruction, it must report to PDE that it conducted a school security drill within 90 days from the start date of in-person instruction including a blended (hybrid) instructional model.

2. Schools should adhere to <u>guidelines provided by the Pennsylvania Department of Health</u> and CDC regarding social distancing and face covering requirements during fire and school security drills.

3. One method that schools can use is a shelter in place activity followed by an in-person classroom lesson on additional security protocols and expected behaviors. All protocols regarding notifications must be followed.

4. As long as buses are transporting any students, schools must conduct bus evacuation drills for the school year. Schools should adhere to guidelines provided by DOH and CDC regarding social distancing and face covering requirements during these drills.

c. Weather Related School Closures

1. School Events and Extra-Curricular Activities
   a. If school is <u>closed</u> because of inclement weather, all school sponsored activities and events are also CANCELLED.
   b. If there is an <u>early release</u> due to inclement weather, all school sponsored activities and events are also CANCELLED.
   c. In regards to home and away athletic events and impending weather, the AD coordinates with the superintendent and discusses concerns. The superintendent will make the determination regarding whether to play or cancel. The AD will notify all necessary parties in regards to the decision.

2. Emergency Closing Times
   a. On rare occasions, an emergency closing may be called the night before. More often the emergency closing will be announced in the morning by 5:30 am so an appropriate review of weather conditions can be made. Information on a closing or 2-hour delay will be given to the media by 5:45 am.
   b. Following a 2-hour delay decision, a cancellation announcement may follow if weather conditions do not improve. The cancellation announcement will be provided to the media by 8:00 am. If no further announcements follow the delay decision, parents should presume that school and buses are operating on a two-hour delay.

D. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all five phases of emergency management. The majority of Prevention, Protection, and Mitigation activities generally occur before an incident, although these three mission areas do have ongoing activates that can occur throughout an incident. Response activities occur during an incident, and Recovery activities can begin during an incident and occur after the incident.

1. Prevention
The Prevention mission area comprises the capabilities necessary to avoid, prevent or stop a threatened or actual act of violence.

Prevention Core Capabilities:
- Planning
- Public Information and Warning
- Operational Coordination
- Intelligence and Information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection

2. **Protection**

The Protection Framework houses the capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters.

Protection Core Capabilities:
- Planning
- Public Information and Warning
- Operational Coordination
- Access Control and Identity Verification
- Cybersecurity
- Intelligence and Information Sharing
- Interdiction and Disruption
- Physical Protective Measures
- Risk Management for Protection Programs and Activities
- Screening, Search, and Detection

3. **Mitigation**

Mitigation comprises the capabilities necessary to reduce the loss of life and property by lessening the impact of disasters.

Mitigation Core Capabilities:
- Planning
- Public Information and Warning
- Operational Coordination
- Community Resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

4. **Response**

Response comprises the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Response Core Capabilities:
- Planning
- Public Information and Warning
- Operational Coordination
- Critical Transportation
- Fire Suppression
- Logistics and Supply Chain Management

- Search and Rescue Operations
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Public Health, Healthcare, and Medical Services
- Situational Assessment

5. **Recovery**

Recovery comprises the core capabilities necessary to assist communities affected by an incident to recover effectively. The recovery process includes assistance to students, families and staff. Examples of recovery programs include temporary relocation of classes, restoration of RASD services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged stadiums and athletic facilities.

III. Operational Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage the incident and includes:
- A list of the responsibilities to be performed by position and organization.
- An overview of who does what.

A building principal and/or assistant principals are not always able to manage all the aspects associated with an incident without assistance. An Incident Command System (ICS) uses a team approach to manage incidents and allows RASD officials to assign tasks to other key RASD personnel.

Staff may be assigned to serve within the ICS based on their expertise and training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs. RASD staff may be required to remain at RASD to assist in an incident.

A. RASD Board

- provide general policy guidance on the conduct of that program.
- Approve RASD emergency operations plan and Law Enforcement MOU's annually.
- Approve financial expenditures through the budget process regarding professional development, drills, and student/staff training.
- review RASD construction and renovation projects for safety.

B. Superintendent

- Serves as the district Safety and Security Coordinator and Emergency Management Coordinator to assist in planning and review of all SSP and EOP operations and District Pandemic Coordinator.
- Consult with the local Law Enforcement and Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education and ensure coordination of the RASD plan with community emergency plans.
- Develop and coordinate in-service emergency response education for all district/RASD personnel and students.
- Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response of all RASD's stakeholders within the system.

- Authorize implementation of emergency preparedness curriculums and trainings.
- Gather information from emergency situations for use in making decisions about the management of the emergency.
- Have overall decision-making authority or appoint a designee, in the event of an emergency until emergency services arrive.
- Monitor the emergency response during emergency situations and provide direction where appropriate.
- Serves as the Public Information Officer to keep the public informed during emergency situations.
- Stay in contact with the leaders of the emergency service agencies working with the emergency.
- Keep RASD board informed of emergency status.
- Request assistance from local emergency services when necessary.
- Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
- Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of RASD personnel from other RASD locations or community sites such as community emergency shelters.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

C. RASD Emergency Operations Planning Team

- Consists of RASD administration, principal, teacher(s), maintenance, law enforcement, fire, local and county EMA, nurse, solicitors, and counselors, as practical.
- Serve as the staff advisor to the superintendent and principal on emergency management matters.
- Keep the superintendent and principal appraised of the preparedness status and emergency management needs.
- Coordinate local planning and preparedness activities and the maintenance of this plan.
- Establish Incident Command Post (ICP) and alternate ICP locations in coordination with responding law enforcement, fire, and EMS.
- Per Commonwealth law; develop and update supporting ICP documentation detailed in 22 PA Code § 10.24.
- Prepare and maintain a resource inventory.
- Arrange appropriate training for district emergency management personnel and emergency responders.
- Coordinate periodic emergency exercises to test emergency plans and training.
- Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- Coordinate with organized volunteer groups and businesses regarding emergency operations.

D. Principal/Building Administrator

- May serve as the Incident Commander or delegate.
- Retains the overall responsibility for the safety of students and staff within the building.
- Assures compliance with RASD policy-level activities.

- Interface with students, staff and parents. Coordinate between the Superintendent and incident management.
- Provide potential student and staff outbreak and pandemic threat information to their municipal EMA and PA Department of Health.
- Encourage all staff members to develop personal and family emergency plans.

E. Teachers

- Supervising students under their charge.
- Take steps to ensure the safety of students, staff and other individuals in the implementation of protective actions and incident management protocols established in the RASD SSP and EOP.
- Direct students in implementation of protective actions.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Principal/Incident Commander.
- Execute assignments as directed by the Principal/ Incident Commander.
- Obtain first-aid services for injured students from the RASD nurse or person trained in first-aid. Arrange for first-aid for those unable to be moved.
- Render first-aid if necessary. RASD staff should be trained and certified in first-aid and CPR.

F. Instructional Aides

- Assist teachers as directed.
- If you are unassigned at the time of the incident and it is safe to move from your location, report to the main office to provide support and assistance as directed.

G. Counselors, Social Workers, and Psychologist

- Take steps to ensure the mental health safety of students, staff and other individuals.
- Render psychological first-aid if necessary.
- Assist in the transfer of students, staff and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Principal/ Incident Commander.
- Assist with crisis intervention and recovery processes.

H. Nurse

- Administer first-aid or emergency treatment as needed.
- Supervise administration of first-aid by those trained to provide medical care.
- Organize first-aid and medical supplies.
- Manage student medications and go kits.
- Provide potential student and staff outbreak and pandemic threat information to the Principal/Incident Commander.
- Communicate public heath protective actions to students and staff.

I. Custodians/Maintenance Personnel

- Survey and report building damage to the Principal/Incident Commander.
- Control main shutoff valves for gas, water and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use and disbursement of supplies and equipment.
- Keep the Principal/Incident Commander informed of RASD conditions.

J. Secretary/Office Staff

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential RASD records and documents.
- Execute assignments as directed by the Principal/Incident Commander which will include the responsibility of following the administration around and record information,
- Provide assistance to the principal/administration.
- Monitor emergency broadcasts and provide updates to the Principal/Incident Commander.

K. Food Service/Cafeteria Workers

- Use, prepare, and serve food and water to students and staff.
- Executing assignments as directed by the Incident Commander.

L. Transportation Director/Drivers

- Transfer students to new location when directed
- Execute assignments as directed by the Principal/Incident Commander
- Transport individuals in need of medical attention, as necessary

M. Technology/Information Services

- Coordinate use of technology, including access points for camera and SIS.
- Assist in establishment/maintenance of emergency communications network.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain computer communication with the district office and other agencies.
- Establish and maintain student and staff database in support of the incident.
- Report problems in communication systems to the Principal/Incident Commander.

N. Students

- Cooperate during emergency training, drills, and exercises; and during an incident.
- Be responsible for themselves and others in an incident.
- Report situations of concern.
- Take an active part in RASD incident response/recovery activities, as age appropriate.

O. Parents/Guardians

- Encourage and support RASD safety and violence prevention programs.
- Support service projects to promote RASD incident preparedness.
- Provide the RASD with requested emergency contact information.
- Practice emergency preparedness in the home.
- Follow guidance provided during a RASD emergency, especially in regards to reunification.
- Be prepared to present photo id to pick up your student at the reunification point.

P. Intermediate Unit 9 Staff

- Assist providing training in support of general education, special needs, safety, and planning.
- Assist providing emergency crisis counseling to students and staff.

Q. Emergency Organizations

1. **Ridgway Borough Police & Ridgway State Police**
   - Participant in RASD safety/planning committee meetings, as often as possible.
   - Participate in risk assessment of security of buildings and grounds, when requested.
   - Respond to law enforcement emergency at the RASD.
   - Assume Incident Commander or lead operations function in armed intruder incident.
   - Provide security to RASD incident scene, as resources permit.
   - Maintain Memorandum of Understanding (MOU) with RASD.

2. **Ridgway Fire Department/EMS**
   - Provide suppression services, as needed.
   - Provide emergency medical services, as needed.
   - Provide fire police for traffic control, as needed.

3. **Ridgway Borough/ PENNDOT**
   - Provide information on water, sewage, road construction and repair to the Incident Commander.
   - Provide perimeter and traffic control equipment, as requested.
   - Maintain list of resources.

4. **Ridgway Emergency Management Coordinator**
   - Coordinate municipal emergency support services to RASD, as requested.
   - Coordinate development and maintenance of the municipal EOP.
   - Coordinate with County EMA when municipal resources are committed and mutual aid is exhausted.

5. **Elk County Emergency Management Agency**
   - Coordinate county emergency support services to RASD, as requested by municipality.
   - Develop and maintain the County EOP.

- Request mutual aid from adjacent counties, its Regional Task Force, or from the Pennsylvania Emergency Management (PEMA), as needed.

VII. Recovery After an Incident

After an incident, staff, teachers and RASD officials will review established mission-critical operations to support the restoration of the RASD's educational programs. The district will designate appropriate personnel to collaborate with external resources to accomplish the following:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources and determine the impact on the RASD operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Provide detailed facilities data to the district so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment and personnel issues or resources that will facilitate the resumption of classes.
- Educate RASD personnel, students and parents on available crisis counseling services.
- Establish absentee policies for teachers/students after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: online classes, videoconferencing, tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

A. Review and Updates to the Plan

In order to remain in compliance with 35 Pa.C.'s. §7101 et seq., as amended, §7701 (g) the RASD shall review their comprehensive disaster plan (RASD emergency operations plan) annually and modify as necessary.

B. Training and Exercising the Plan

The district commits to conduct training, drills, and exercises in preparation and planning for an incident. Trainings, drills and exercises will occur as detailed in the Training and Exercise Plan. RASD officials will coordinate training efforts with the County Emergency Management Agency, first responders, and community partners.

XI. RASD Safety Authorities and References:

- Homeland Security Act of 2002, PL 107-296 (Nov. 25, 2002).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 (Nov. 23, 1988), amending the Disaster Relief Act of 1974, PL 93-288.
- Homeland Security Presidential Directive No. 5 (2003).
- Communicable and Non Communicable Diseases, 28 PA Code, Ch.27, 27.152
- Public RASD Code of 1949, 24 P.S. § 1-101, et seq., as amended, § 15-1517
- 22 PA Code Section10.24, RASD Emergency Preparedness Plan
- 22 PA Code Section 10.11
- 35 PA C.S. § 7101 et seq., as amended, § 7701
- FEMA, "*Developing and Maintaining Emergency Operations Plans: comprehensive Preparedness Guide (CPG) 101,*" Version 2.0, https://www.fema.gov/media-library-data/20130726-1828-25045-0014/cpg_101_comprehensive_preparedness_guide_developing_and_maintaining_emergency_operations_plans_2010.pdf
- FEMA, "*Guide for Developing High-Quality RASD Emergency Operation Plans*" Version 2013, https://www.fema.gov/media-library-data/20130726-1922-25045-3638/rems_ihe_guide.pdf .
- FEMA, "*Sample RASD Emergency Operations Plan,*" November 2013 https://www.training.fema.gov/programs/emiRASD/el361toolkit/assets/sampleplan.pdf
- Pennsylvania Department of Emergency Management, "*All-Hazards RASD Safety Planning Toolkit,*" http://www.pema.pa.gov/planningandpreparedness/communityandstateplanning/Pages/All-Hazards-RASD-Safety-Planning-Toolkit.aspx#.V6yQbJgrKM8
- Ohio Attorney General RASD Safety Task Force, "*RASD Safety/Emergency Operations Plan,*" June 2013, https://education.ohio.gov/getattachment/Topics/Other-Resources/RASD-Safety/SSTF-RASD-Plan-Template.pdf.aspx .
- Texas Department of Public Safety, "*Emergency Management Plan: Basic Plan,*" Version 1.10 05/05, http://teacherweb.com/tx/couplandRASD/RASDhomepage/EMERGENCYOPERATIONSPLANupdate09take2.doc .
- NIMS, Department of Homeland Security, FEMA: http://www.fema.gov/national-incident-management-system.
- FEMA: *IS-100 Introduction to Incident Command System*: http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-100.b.
- NIMS, Department of Homeland Security, *FEMA: IS-700 National Incident Management System (NIMS) an Introduction*: http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-700.a.
- FEMA All-Hazards Training Document: http://training.fema.gov/EMIWeb/emiRASD/EL361Toolkit/assets/SamplePlan.pdf
- Pennsylvania State Police "K-12 RASD Safety Report," Version 1.2, http://www.homelandsecurity.pa.gov/Documents/rvat_RASD_safety_report_final_v1_2.pdf
- Elk County Emergency Operations Plan
- Ridgway Borough Municipal Emergency Operations Plan